

DD/A Registry
File 12-22-78

SEP 1978

SEP 1978

STATINTL MEMORANDUM FOR: Associate Deputy Director for Administration
FROM : [REDACTED]
Acting Director of Personnel
STATINTL SUBJECT : Employment of [REDACTED]
REFERENCE : Memo from D/L to DDA, same subj, dtd 12 July 1978

STATINTL 1. In the referenced case, you questioned Director of Logistics' statement concerning the difficulty of filling jobs in [REDACTED] and asked if Office of Personnel concurred.

STATINTL 2. While we have no problem assigning new professional/technical employees to [REDACTED] we indeed have experienced difficulty filling clerical requirements at that location. There are several reasons for this:

- a. A number of the clerical requirements are for laborers, warehouse assistants and forklift operators. While these technically are not limited to males, they are not the types of jobs of interest to females; thus, we have a smaller base for selection.
- b. Transportation to that site is a problem to many low-graded clericals. If they do not live within a reasonable distance, they either are unwilling to travel that far, cannot afford to do so, or find it difficult to get there on public transportation.
- c. A number of our clerical applicants are relatives of OL careerists and thus are subject to the DDA policy on employment of relatives as outlined in DDA Admin Notice No. 76-18.

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

STATINTL

SUBJECT: Employment of [REDACTED]

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STATINTL

3. Because [REDACTED] had previous experience at the [REDACTED], had a good performance record, and wishes to work there again, we believe that the combination of circumstances outlined in Director of Logistic's memo and the problems outlined above warranted an exception in her case.

STATINTL

[REDACTED]
Acting Director of Personnel

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

ROUTING AND RECORD SHEET

REFERENCE

SUBJECT: (Optional) STATINTL

Employment of [REDACTED]

78-2287
DD/A Registry
78-2727

FROM: [REDACTED] STATINTL
FO/DDR
7D-18 Hdqrs.

EXTENSION
4142

NO.
DATE
17 July 1978

TO: (Officer designation, room number, and building)

DATE
RECEIVED
FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

- 1. STATINTL [REDACTED] 7/18/78 [initials]
- 2. [REDACTED] 7/18 [initials]
- 3. Mr. Malanick 19 JUL 1978 [initials]
- 4. Mr. Blake
- 5.
- 6. STATINTL [REDACTED] 7/28 [initials]
- 7. D/Log [initials]
- 8. C/P & TS 7/29 BJR
- 9. DD/Personnel 3 AUG 1978 [initials]
- 10. DD/Personnel 4 AUG [initials]
- 11. DD/Per/R&P - Comments. [initials]
- 12. C/SPD 7 Aug [initials]
- 13. C/CJB
- 14.
- 15.

Recommend approval of Logistics' request to retain [REDACTED] in the ML Sub-group. appears that Logs made every reasonable effort to stay within the intent of the DDA restrictions on employment of relatives. Also, it is evident that there will never be a supervisory relationship between [REDACTED] her brother, [REDACTED] In view of [REDACTED] previous experience, her desire to work in [REDACTED] and the fact that Logs has difficulty filling [REDACTED] positions, I believe a waiver to DDA Notice 76-18 is justified.

Although I have approved - I question the statement regarding difficulty in filling [REDACTED] jobs. Does OP concur? P.S. why "no movement" Joan, 19 JUL 1978

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

25X1A

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~~CONFIDENTIAL~~

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25X1A

SUBJECT: Employment of [REDACTED]
25X1A

APPROVE: [REDACTED] *

Deputy Director for Administration

DISAPPROVE: _____

Deputy Director for Administration

DATE: 19 JUL 1978

Distribution:

Orig - OP via DD/A, w/att
2 - DD/A, w/att
1 - OL/P&TS Official

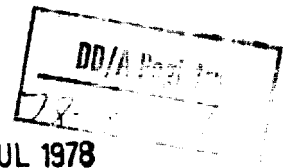
** See my note.*

25X1A

Concurs: [REDACTED]

Administrative - Internal Use Only

31 JUL 1978



MEMORANDUM FOR: Associate Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Employment of [REDACTED] STATINTL

REFERENCE: Memo dtd 12 July 78 to DD/A fm D/L,
Subject: Employment of [REDACTED]. STATINTL
STATINTL [REDACTED]

STATINTL 1. In granting approval for the Office of Logistics (OL) to employ [REDACTED], you raised two questions. This memorandum provides our response.

STATINTL 2. You questioned the statement regarding "difficulty in filling [REDACTED] jobs." It has been our experience that clerical vacancies at the [REDACTED] have been difficult to fill. Unless applicants live in the general area of [REDACTED], they do not want to be assigned there. Frequently, those who live in the area express their preferences for other locations which provide a more "office-like environment." We made our commitment in February to hire [REDACTED]. She did not enter on duty until July. We would not have been willing to wait so long if we had felt other candidates were readily available. The Chief, Clerical Staffing Branch/OP, [REDACTED] agreed that it is more difficult to fill [REDACTED] jobs. STATINTL

STATINTL 3. You also questioned why this case was "so unusual." We believe it to be unusual for several reasons. First, [REDACTED] applied for a position at the [REDACTED] only. Second, OL made a commitment to employ [REDACTED] at the Depot and the Office of Personnel (OP) processed her accordingly. Third, OL and OP did not discover [REDACTED] relationship to [REDACTED] until after her entrance on duty. Fourth, [REDACTED] is in the type of work STATINTL

STATINTL

OL 8 3548

Administrative - Internal Use Only

SUBJECT: Employment of [REDACTED]

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STATINTL

that the OL can predict with considerable certainty that he will never be in a superior/subordinate relationship with [REDACTED] or be assigned to the same branch as she is. We believe all of these factors combined make this case an "unusual" one.

STATINTL

[REDACTED]
James H. McDonald

cc: C/CSB/OP

25X1A

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Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

STATINTL

SUBJECT: Employment of [REDACTED]

STATINTL

APPROVE: [REDACTED]

Deputy Director for Administration

DISAPPROVE:

Deputy Director for Administration

DATE: 19 JUL 1978

Distribution:

- Orig - OP via DD/A, w/att
- 2 - DD/A, w/att
- 1 - OL/P&TS Official

* See my note.

PERSONNEL
21 December 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-18

EMPLOYMENT OF RELATIVES

Rescission: DDA Administrative Notice No. 76-9, dated
16 August 1976

DEFINITION

The definition of a relative is as specified in Title 5, U.S.C., as follows: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother and half sister.

POLICY

1. It is the policy of the Directorate of Administration that relatives will not be employed in the same Office or same Sub-Group. For the purpose of this notice Contract Employees will be considered as Staff Employees. Where two or more relatives already are employed in the same Office, no immediate change is required. If possible, however, personnel reassignments should be considered. Under no circumstances will a person directly supervise or a relative evaluate a relative through membership on panels or boards.

2. Exceptions to this policy will be rare. Requests for exception will be forwarded to the Deputy Director for Administration for final determination. Unusual circumstances in a few of our [REDACTED] installations may warrant exceptions; e.g., the unavailability of other qualified candidates or where a relative possesses special skills. Each exception should be considered on an individual basis. Final authority is delegated to the Director of Communications for the

STATINTL

OL 6 6246

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

STATINTL

[REDACTED]

Under no circumstances will there be a direct supervisory or evaluative relationship between relatives as a result of such exception.

3. Directorate of Administration employees serving overseas, including Office of Communications careerists occupying Communications positions, will be governed by policies established by the Deputy Director for Operations. Similarly, Directorate of Administration employees at [REDACTED] installations under the authority of other Directorates will adhere to policies established by those Directorates.

STATINTL

[REDACTED]

John F. Blake
Deputy Director
for
Administration



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INTERNAL
ONLY

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SECRET

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

Employment of [REDACTED]

FROM:

FO/DDA

7D-18 Hdqrs.

STATINTL

EXTENSION

NO.

DATE

4142

17 July 1978

DD/A Registry

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. STATINTL

2.

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Mr. Malanick

4.

Mr. Blake

5.

6. STATINTL

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19 JUL 1978

STATINTL
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Recommend approval of Logistics' request to retain [REDACTED]

[REDACTED] in the ML Sub-group. It appears that Logs made every reasonable effort to stay within the intent of the DDA restrictions on employment of relatives. Also, it is evident that there will never be a supervisory relationship between [REDACTED] her brother, [REDACTED] INTL

In view of [REDACTED] previous experience, her desire to work in [REDACTED], and the fact that Logs has difficulty filling [REDACTED] positions, I believe a waiver to DDA Notice 76-18 is justified. STATINTL

Although I have approved - I question the statement regarding difficulty in filling [REDACTED] jobs. Does OP concur?

Prison

P.S. why "no unusual"?

19 JUL 1978

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INTERNAL
USE ONLY

UNCLASSIFIED

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

Employment of [REDACTED]

FROM:

Director of Logistics
2C02 [REDACTED] Building

EXTENSION

NO.

DATE

31 JUL 1978

TO: (Officer designation, room number, and building)

EO/DDA

DATE

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FORWARDED

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COMMENTS (Number each comment to whom. Draw a line across column after comment.)

1. Associate Deputy
Director for
Administration
2. 7D18 Hqs.

2 AUG 1978

Mike:

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CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP81-00142R000400030004-4
25X1A

SUBJECT: Employment of [REDACTED]
25X1A

APPROVE: [REDACTED] *fr*
Deputy Director for Administration

DISAPPROVE: _____
Deputy Director for Administration

DATE: 19 JUL 1978

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** See my note.*

PERSONNEL
21 December 1976

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STATINTL

OL 6 6246

STATINTL

[REDACTED]

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STATINTL

STATINTL

[REDACTED]

John F. Blake
Deputy Director
for
Administration

UNCLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

DD/A Registry

Employment of [REDACTED]

78-2727

FROM:

PO/DDA

7D-18 Hdqrs.

STATINTL

EXTENSION

4142

NO.

DD/A Registry

DATE

17 July 1978

File

Personnel

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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7/18/78

W

2.

7/18

Z

3.

Mr. Malanick

19 JUL 1978

L

4.

Mr. Blake

5.

STATINTL

6. STATINTL

STATINTL

7.

D/Log

8.

9.

10.

11.

12.

STATINTL

13.

14.

15.

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In view of [REDACTED] previous experience, her desire to work in [REDACTED], and the fact that Logs has difficulty filling [REDACTED] positions, I believe a waiver to DDA Notice 76-18 is justified. STATINTL

Although I have approved - I question the statement regarding difficulty in filling [REDACTED] jobs. Does OP concur? [REDACTED]

P.S. why "no insurance"?

19 JUL 1978

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